

World Class Tools for a World Class Workforce

An Introduction to ETA's E-Tools
Featuring **O*NET⁵** & **CareerOneStop**



2004 Heartland Symposium – St. Louis, MO
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USDOL/ETA – Dallas Regional Office

What is O*NET?



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JOB BANK

SERVICE LOCATOR

- O*NET = Occupational Information Network
- ETA's Computerized Replacement of the Antiquated & Often Unwieldy "Dictionary of Occupational Titles" (DOT)
- Uses the Standard Occupational Classification (SOC) System Approved by the Office of Management & Budget

What is O*NET?



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More Than Just an Occupational Coding System:

- A Comprehensive Database of Worker & Occupational Characteristics & Requirements, Plus Other Resources ...
- Featuring:
 - Knowledges, Skills, & Abilities (KSAs)
 - Specific Job Tasks
- A “Common Language” on Jobs & Skills for the Public and Private Sectors

DREAM IT. FIND IT. GET IT.

www.onetcenter.org & <http://online.onetcenter.org>

Who Can Benefit from O*NET?



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- **Job & Training Seekers** can Identify Jobs & Careers which Match their Skills & Interests
- **Career Counselors** can Better Identify Career Options for Clients
- **HR Personnel** can Use O*NET to Write Better Job Descriptions ... or Develop Better Staffing Tools
- **Business** can Refine their Recruitment & Training Goals
- **Training Providers** can Develop Programs which Better Match Employer Needs

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O*NET Job Families



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23 O*NET/SOC MAJOR OCCUPATIONAL CATEGORIES

- 11-0000 Management Occupations
- 13-0000 Business & Financial Operations Managers
- 15-0000 Computer & Mathematical Science Occupations
- 17-0000 Architecture & Engineering Occupations
- 19-0000 Life, Physical Science & Social Science Occupations
- 21-0000 Community & Social Service Occupations
- 23-0000 Legal Occupations
- 25-0000 Education, Training & Library Occupations
- 27-0000 Arts, Design, Entertainment, Sports, & Media Occupations
- 29-0000 Health Practitioners & Technical Occupations
- 31-0000 Health Support Occupations
- 33-0000 Protective Service Occupations

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O*NET Job Families



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23 O*NET/SOC MAJOR OCCUPATIONAL CATEGORIES (cont.)

- 35-0000 Food Preparation & Serving Occupations
- 37-0000 Building & Grounds Cleaning Maintenance Occupations
- 39-0000 Personal Care & Service Occupations
- 41-0000 Sales Occupations
- 43-0000 Office & Administrative Support Occupations
- 45-0000 Farming, Fishery, & Forestry Occupations
- 47-0000 Construction & Extraction Occupations
- 49-0000 Installation, Maintenance & Repair Occupations
- 51-0000 Production Occupations
- 53-0000 Transportation & Material Moving Occupations
- 55-0000 Military Service Occupations

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O*NET Skills: The Content Model



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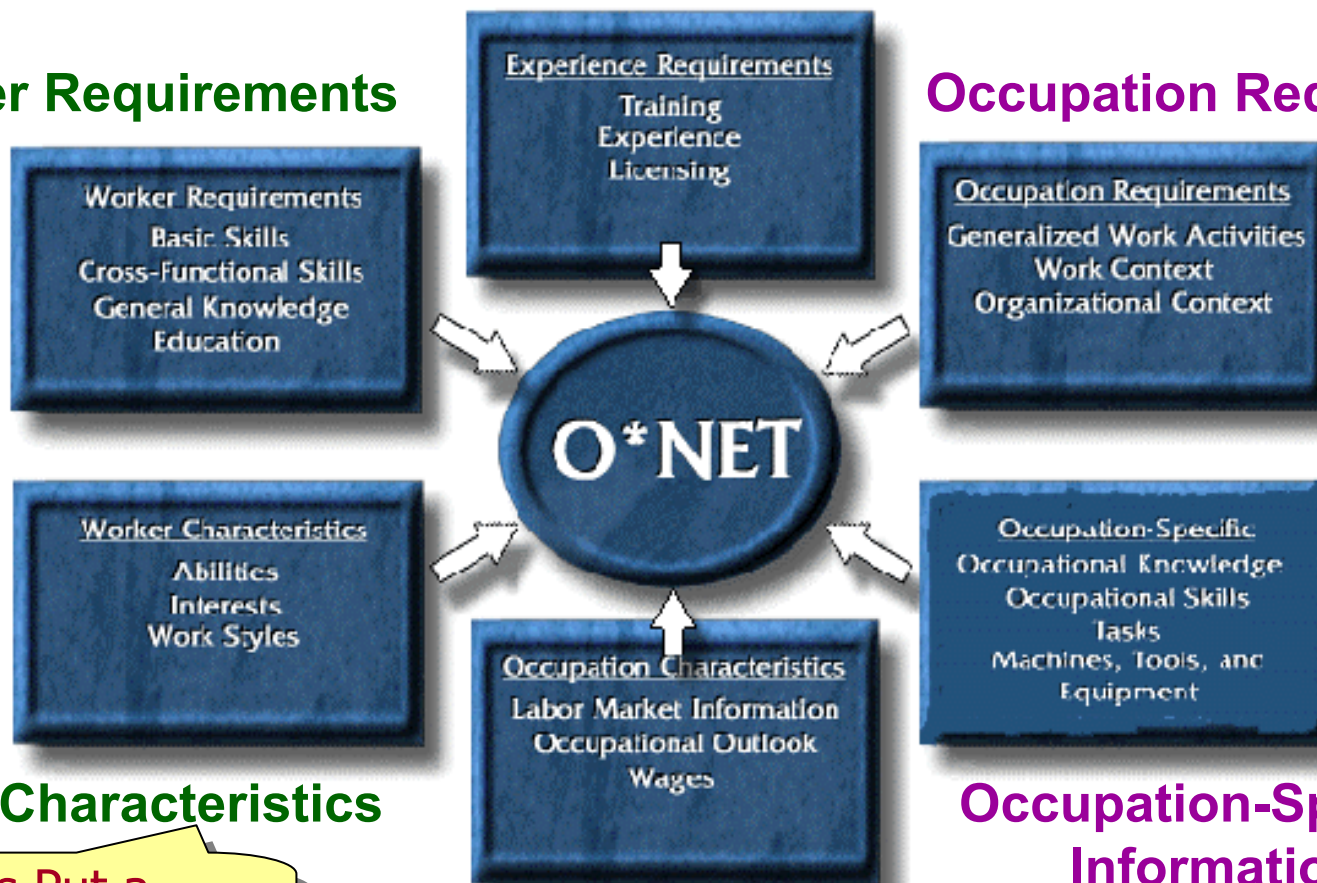
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Experience Requirements

Worker Requirements

Occupation Requirements



Worker Characteristics

Occupation-Specific Information

Occupation Characteristics

Let's Put a
Magnifying Glass on

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From Content Model Domains To O*NET KSAs & Ratings



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Worker Characteristics

Abilities
Interests
Work Styles

Abilities

Cognitive
Psychomotor
Physical
Sensory

Cognitive

Verbal
Idea Generation
Reasoning
Quantitative
Perceptual
Spatial
Attentiveness

Verbal

Oral Comprehension
Written Comprehension
Oral Expression
Written Expression

RATINGS:

+ Importance
+ Competency
Level

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O*NET Resources



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- O*NET Center (Access to Virtually All O*NET Resources)
 - www.onetcenter.org
- O*NET Knowledge Site (Learning & Sharing w/ Peers)
 - www.onetknowledgesite.com
- O*NET Academy (O*NET Training Resources)
 - www.onetacademy.com



E-forums



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O*NET Resources



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Occupational Information Network

Resource Center

National O*NET
Consortium

O*NET
OnLine

O*NET Code
Connector

Training and
Awareness

Data Collection
Program

US Department
of Labor - ETA

O*NET News &
Information

Related O*NET
Resources

O*NET Products

O*NET Training

O*NET
Developers'
Corner

Using O*NET

O*NET Data
Collection

[What's New](#)
[About O*NET](#)
[About Consortium](#)
[Frequently Asked Questions](#)
[Contact Us](#)
[O*NET Updates](#)

Products
[Career Exploration Tools](#)
[Testing & Assessment Guides](#)
[Research & Technical Reports](#)
[Occupational Listings](#)
[O*NET OnLine](#)
[O*NET Questionnaires](#)

Developer's Corner
[Production Database](#)
[Spanish Version Database](#)
[Supplemental Files](#)
[Career Exploration Tools — Developers](#)
[Link to Us](#)
[Graphics](#)

Training
[Training Calendar](#)
[Training Programs](#)
[O*NET Academy](#)

Using O*NET
[O*NET in Action](#)
[Career Exploration](#)
[Human Resources](#)
[Research & Development](#)
[Community Forums](#)

Data Collection
[Background](#)
[OMB Clearance](#)
[Data Collection Survey](#)

Related Sites



The Occupational Information Network - O*NET™ database takes the place of the Dictionary of Occupational Titles (DOT) as the nation's primary source of occupational information. The O*NET database and related products will help millions of employers, workers, educators, and students make informed decisions about education, training, career choices, and work. The O*NET Project is administered and sponsored by the US Department of Labor's Employment and Training Administration.

National O*NET Consortium
<http://www.onetcenter.org/whatsnew.html>
Developer of O*NET and its related products

O*NET OnLine
<http://online.onetcenter.org/>
A Web application for job seekers, employment professionals, and others interested in exploring occupations through O*NET

O*NET Code Connector
<http://www.onetcodeconnector.org/>
A Web application to assist workforce professionals in matching job orders to O*NET-SOC codes

O*NET Training and Awareness
<http://www.onetknowledgesite.com/>
Information about O*NET training, information sharing, and community building

O*NET Data Collection Program
<http://onet.dti.org/>
Continuing data collection program to populate and update the O*NET database

O*NET Sponsor - U.S. Department of Labor
<http://www.doleta.gov/programs/onet/>
National leadership for O*NET development and implementation



The Best O*NET
Resource on the Web!

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KNOWLEDGE
SITE



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O*NET Knowledge Site Provides O*NET

- + Headlines
- + E-newsblasts
- + Document Library
- + Events
- + Endorsements
- + 6 Community (User) Areas
- + User Spotlights
- + E-Forums

o*net KNOWLEDGE SITE

[O*NET Home](#) | [O*NET Document Library](#) | [O*NET FAQs](#) | [O*NET News](#) | [O*NET Events](#) | [O*NET Resources](#) | [Contact Us](#)

WELCOME TO THE O*NET KNOWLEDGE SITE!

O*NET Knowledge Site seeks to provide you with information about O*NET usage and training, allow you to share information with peers, and to build an online community of [Workforce Development Professionals](#), [Employers](#), [Educators](#), [Job Seekers](#), [Students](#), and [Workforce Investment Boards \(WIBs\)](#). Use this site to stay abreast of O*NET initiatives and share your thoughts with other O*NET users!

O*NET, the Occupational Information Network, is a comprehensive database of worker attributes and job characteristics. As the replacement for the **dictionary of occupational titles**, O*NET supports public and private sector efforts to identify and develop the skills of the American workforce, and provides a common language for defining and describing occupations and job requirements. To learn more, go to the ["What is O*NET?"](#) page.

COMMUNITY SELECTOR

Click on a Community below to see information relevant to you!



- [Employers](#)
- [Educators](#)
- [Students](#)
- [\(WIBs\) Workforce Investment Boards](#)
- [Workforce Development Professionals](#)
- [Job Seekers](#)

FEATURES



O*NET OnLine

A comprehensive database of occupational knowledge, skills and abilities!



O*NET Document Library

Looking for a specific document related to O*NET? [Click here](#) to search the O*NET Document Library!

:: Headlines ::

[New Data in O*NET Online!](#)

The new and updated O*NET 5.1 database is used in O*NET OnLine and is available to download from the [Developer's Corner!](#)

[Spanish Version Database: O*NET 4.0](#)

[Lay Title database updated!](#)

O*NET Ability Profiler, the final component of the O*NET Career Exploration Tools, is now available! [Click for details.](#)

[O*NET Ability Profiler Administrator's OnLine Self-Assessment Tool](#)

[Computerized Interest Profiler and Work Importance Profiler!](#)
Download these career

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www.onetknowledgesite.com

O*NET Resources



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O*NET Academy On-Line Trainings:

- + Guided Tour
- + On-line Courses
- + “How Do I”
Tutorials
- + Live Training
Sessions (Webinars)



[Home](#) | [Guided Tour](#) | [Access Courses](#) | [Tutorials](#) | [Webinars](#) | [Contact Us](#)

WELCOME TO O*NET ACADEMY!

To keep pace with the rapidly changing work environment and to keep your knowledge of O*NET fresh, you need high quality training that is relevant, timely and online! From self-paced courses and tutorials, to live webinars, O*NET Academy provides you with high caliber online learning 24 hours a day. School is never closed!

[Click here for information about the O*NET Ability Profiler Tool!](#)

O*NET ACADEMY QUICK ACCESS



[Guided Tour of O*NET Online 4.0 \(Featuring O*BOT\)](#)

Let O*BOT take you on a grand tour of the O*NET OnLine site! Check out the ease of navigation and the streamlined design for quick access to detailed occupational information and wage & trend data!



[Online Courses](#)

Self-Paced courses on a variety of O*NET related topics! Take these online courses anytime, day or night, at your own speed!



[“How Do I...” Tutorials](#)

Timing is everything! These interactive Tutorials provide “just-in-time,” step-by-step instructions and instant information on various O*NET topics!



[Live Training Sessions](#)

The VIRTUAL Classroom! A webinar is a web-conference which you can join right from your desktop! These presentations on O*NET related topics are delivered over the Internet! Participate individually or gather your colleagues in a conference room and join as a group! Great for Lunch & Learns!

[Home](#) | [Guided Tour](#) | [Access Courses](#) | [Tutorials](#) | [Webinars](#) | [Contact Us](#)
powered by [Maher & Maher](#)

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O*NET Resources



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O*net ACADEMY

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"How do I..." These quick interactive tutorials guide you step-by-step through O*NET OnLine navigation basics. Need help finding information to help you prepare a resume?...Need to gather wage and trend data? Want to find what knowledge, skills, and abilities are associated with an occupation? Check out these tutorials!!

[Using O*NET to Gather Information for a Resume](#)

[Using O*NET to Identify KSAs for an Occupation](#)

[Using ACINet's Job Description Writer to Write Better Job Descriptions](#)

[Using O*NET to Gather Wage and Trend Data](#)

**O*NET
Academy**
"How do I"
Tutorials show
step-by-step
how to use
O*NET for:

- + Resumes
- + Finding KSAs
- + Job Descriptions
- + Gather Wages

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WHAT ARE O*NET WEBINARS?

O*NET Webinars are live, one-hour training sessions that you can attend from any computer with an Internet connection! These Webinars offer you a fast, easy, and efficient way to learn more about O*NET, WIA, Human Resources, Education, and other workforce-related topics. Best of all, these Webinars are offered to you FREE of charge!

O*NET Webinars are offered at 12 p.m. and 3 p.m. Eastern Time, so you can attend during your lunch hour, or at a time that is most convenient to you. Also, all Webinars are recorded and added to O*NET Academy, so you can easily see presentations you may have missed.

Webinar Schedule

Date	Title	Speaker	Length	Time - Register/Join
3/25/2004	How to Adminster the Ability Profiler	Dr. Janet Wall	60 minutes	12:00 PM (EST) - Register 3:00 PM (EST) - Register
4/8/2004	Interpreting and Using Ability Profiler Results	Dr. Janet Wall	60 minutes	12:00 PM (EST) - Register 3:00 PM (EST) - Register

PREPARE
YOUR PC



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O*NET
KNOWLEDGE
SITE



RECORDED
WEBINARS



**O*NET
Webinars are
1-Hour
O*NET
Trainings
Provided
Over the Web**

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Spanish Language Initiative



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- O*NET 4.0 Spanish Database

- Part of ETA's *O*NET Spanish Translation Initiative*
- Although No Plans Currently Exist, This Could Eventually Lead to Funding for a Spanish Version of O*NET OnLine
- Database Downloadable:

www.onetcenter.org/db_spanish.html

- The New O*NET Code Connector
(www.OnetCodeConnector.org)

- New Simple-to-Use O*NET Web-tool for Workforce Development
- To Assist Workforce Professionals Code Occupations for Job Banks & Programs
- Can be used by One-Stop Centers, WIBs, UI Staff, & Essentially Anyone!

O*NET Code Connector



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- Search Matching O*NET Codes & Titles by:
 - Keyword, Phase, or Title (Incl. DOT & Lay Titles)
 - O*Net Occupation Family Listing
- Receive:
 - Ranked List of O*NET Code Matches
 - *How* the Selected Keyword/Phase/Title Matches Occupations in the O*NET System
 - 1-Page Occupational Mini-Summary

O*NET Code Connector



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Occupational Information Network Code Connector

Keyword Search

Enter a word, phrase, or title to search for an O*NET-SOC occupation:

SEARCH

To narrow or broaden the scope of your search, you may wish to experiment with the word, phrase, or title you submit. Our list of alternate occupational or job titles is updated periodically to better reflect the world of work. Search results may vary over time as a result.

[New to O*NET Code Connector?](#)



Occupational Menu

[Architecture and Engineering](#)
[Arts, Design, Entertainment, Sports, and Media](#)
[Building and Grounds Cleaning and Maintenance](#)
[Business and Financial Operations](#)
[Community and Social Services](#)
[Computer and Mathematical](#)
[Construction and Extraction](#)
[Education, Training, and Library](#)
[Farming, Fishing, and Forestry](#)
[Food Preparation and Serving Related](#)
[Healthcare Practitioner and Technical](#)
[Healthcare Support](#)
[Installation, Maintenance, and Repair](#)
[Legal](#)
[Life, Physical, and Social Science](#)
[Management](#)
[Military Specific](#)
[Office, Clerical and Secretarial](#)
[Personal Care, Personal Service, and Gaming](#)
[Production](#)
[Protective Service](#)
[Sales and Related](#)
[Transportation and Material Moving](#)

Search by
Keyword,
Phase,
or Title

Search by
O*NET
Family

“New to the Code
Connector?” &
Key Related Sites

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www.onetcodeconnector.org

O*NET Code Connector



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Occupational Information Network
Code Connector

Search Results for Program Manager

Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, lay titles, description, tasks, or work content statements of each occupation. To find information about an occupation, click on its title.

Score	Occupation	O*NET-SOC Code	ONET-SOC Title	Lay Titles	ONET-SOC Description	ONET-SOC Tasks	Work Content
100	Government Service Executives	11-1011.01		✓			
100	Private Sector Executives	11-1011.02		✓			
100	Program Directors	27-2012.03		✓			
100	Computer and Information Systems Managers	11-3021.00		✓			
50	Operations Research Analysts	15-2031.00			✓		
24	Computer Programmers	15-1021.00				✓ x1	
24	Civil Engineers	17-2051.00				✓ x1	

Ranked
Results for
the Payroll
Title

“Program
Manger” &
How it
Matches in
the O*NET
System

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O*NET Web Tools



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O*NET OnLine - <http://online.onetcenter.org>

- New O*NET OnLine Website Design

- Radically Streamlined Homepage & Screens

- Simplified Searches (w/ new relevancy aid)

- New Crosswalks Added:

- + Military Occupational Codes (MOC)

- + Registered Apprentice Information System (RAIS)

- Simplified Reports (w/ 3 Report Options incl. "Custom")

- Direct Links to America's Career InfoNet



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O*NET OnLine



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Occupational Information Network

O*NET OnLine

Related Links | OnLine Help

Find
Occupations

Skills Search

Crosswalk

Find Occupations

By Keyword:

(Enter a word, phrase, or title, to search for an O*NET-SOC occupation.)

[Search tips](#)

By O*NET-SOC Code:

 - .

By Job Family or All Occupations:



If your search identifies occupations that require skills or abilities that may be difficult to use because of a health problem or disability, please consider [job accommodations](#). Accommodations may involve a change in the work environment, the way a specific job is performed, or the use of special equipment.

For assistance in identifying accommodation options, contact the [Job Accommodation Network \(JAN\)](#), a service of the U.S. DOL Office of Disability Employment Policy, or go directly to [SOAR \(Searchable Online Accommodation Resource\)](#).

This Simplified
Search Page
contains 3
ways to find
occupations:

Keyword

O*NET Code

O*NET Family

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O*NET OnLine



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Occupational Information Network
O*NET OnLine

[Related Links](#) | [Content Model](#) | [OnLine Help](#)

[Find Occupations](#)

[Skills Search](#)

[Crosswalk](#)

Keyword Search Results for: registered AND nurse (4 matches)

The search results are listed in a rank order that is calculated on the [relevance](#) of the occupational title, alternate titles, description tasks, and work content statements associated with the keyword you entered.

registered AND nurse

Go

Relevance Score	O*NET-SOC Code	O*NET-SOC Title	Reports (help)		
100	29-1111.00	Registered Nurses	Summary	Details	Custom
29	25-1072.00	Nursing Instructors and Teachers, Postsecondary	Summary	Details	Custom
14	29-2055.00	Surgical Technologists	Summary	Details	Custom
14	29-2061.00	Licensed Practical and Licensed Vocational Nurses	Summary	Details	Custom

[Find Occupations](#) | [Skills Search](#) | [Crosswalk](#)
[Related Links](#) | [Content Model](#) | [Online Help](#) | [Link to Us](#)

The
Relevancy
Ranking
Helps You
Find
O*NET
Occupations
Easier

Streamlined
Reporting
Options:

- + Summary
- + Details
- + Custom

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Custom Report for: 29-1111.00 - Registered Nurses

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.

[Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Interests](#) | [Related Occupations](#) | [Crosswalk](#) | [Wages & Employment](#)

Knowledge [\(save table\)](#)

Importance	Knowledge
96	Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Not Important Somewhat Important Important Very Important Extremely Important

88	Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
----	---

Not Important Somewhat Important Important Very Important Extremely Important

83	Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
----	--

Top of Sample Custom Report (Knowledges Section)

Selected
Report Items

Report Sections
can be Saved as an
Excel (.csv)* File
*comma separated values

New Optional
Rating Scales
& Graphs

O*NET Assessment Tools



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- O*NET Interest Profiler
- O*NET Work Importance Locator/Profiler
- O*NET Ability Profiler
 - A Set of Self-directed Career Exploration/ Assessment Tools to Help Workers Consider & Plan Career Options, Preparation, & Transitions More Effectively
 - Also Designed for Use by Students who are Exploring the School-to-Work Transition
 - Based on a “Whole-person” Concept

Providing Free Internet Access to:

- Jobs
- Resumes
- Labor Market / Occupational Information
- Workforce Services Information
- Training Information

COS Components



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www.ajb.org



www.acinet.org



www.CareerOneStop.org



www.careeronestop.org



www.servicelocator.org



www.workforcetools.org

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CareerOneStop Portal



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- Content Organized Around Customer Needs:
 - Job Seekers / Workers
 - Business / Human Resource Professionals
 - Students / Learners
 - Workforce Development Professionals
- Provides Users w/ a Single Point of Entry to ALL CareerOneStop Products & Services
- Facilitates Easy & Logical Navigation of CareerOneStop's Wealth of Information
- Continues Content & Functionality Integration of ALL CareerOneStop Products & Services

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2004 COS Portal Redesign



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- Language **Translation** Link Moved Up on the Home Page
- Streamlined Design of the Main Portal Page & Customer Service Choices for Easier Navigation
- New “Outreach & Teaching Materials” Center in the Portal’s *“Find it by Topic”* Area
 - Fact Sheets
 - Product Highlight Pages
 - (Tri-fold) Flyers
 - “How to Guides” (Short PowerPoints)
 - Training PowerPoints
 - (Award Winning) CareerOneStop On-Line Coach

www.careeronestop.org/OUTREACHTEACHING/OutreachTeaching.asp

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CareerOneStop Portal Page



CAREERONESTOP CAREER INFONet JOB BANK SERVICE LOCATOR

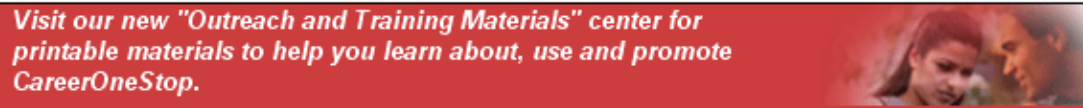


CAREERONESTOP CAREER INFONet JOB BANK SERVICE LOCATOR [Site Map](#) | [Help](#)

[CLICK HERE TO TRANSLATE](#)

Site search:

Visit our new "Outreach and Training Materials" center for printable materials to help you learn about, use and promote CareerOneStop.



Job Seekers/Workers

Access over 1 million jobs, get labor market trends and tips, post your resume for thousands of employers, and MUCH MORE.

- [Post Your Resume*](#)
- [Search Job Listings](#)
- [Explore Wages & Occupational Trends](#)
- [Locate Potential Employers](#)

[More >>](#)

Business/Human Resources

Access thousands of resumes, find tools for expanding your company, training your staff, and MUCH MORE.

- [Post Your Job Openings*](#)
- [Search Our Resume Database*](#)
- [Create Customized Job Descriptions](#)
- [Locate Other Employers By Industry](#)

[More >>](#)

* It's a free service, but we need information from you to provide it.

Find It By Topic

- [Employment Center](#)
- [Relocation Center](#)
- [Financial Aid Center](#)
- [Skills Center](#)
- [Business Center](#)
- [Training & Education](#)
- [Testing & Assessment](#)
- [Labor Market Info](#)
- [Career Tools](#)
- [Newsroom](#)
- [Outreach and Teaching Materials](#)

Career Resource Library

[Browse By Subject](#)

1-Click Service Tabs

Site Map/Help

Translations

Site Search

Find It By Topic Centers

Changing Banner

Services for 2 of 4 Customer Groups

Career Resource SpeedSearch

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CareerOneStop Portal Page



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Students/Learners

Locate training sources, explore distance learning, find information on financial aid, assistance with educational decisions and MUCH MORE.

- [Search For Schools and Colleges](#)
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Workforce Professionals

Find tools for becoming a more knowledgeable resource to your clients as you continue your steps toward professional success.

- [Workforce Tools of the Trade Calendar](#)
- [Look for Training Targeted to Workforce Professionals](#)
- [Keep Up With Trends in the Field](#)
- [Locate Your State's WIA Training Providers](#)

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State Gateway

Arkansas



Find (Select one)

- ☐ One-Stop Centers
☒ Community Colleges

72203



Toll-Free Help Line

For help or questions regarding this site, call:

1-877-348-0502

or

TTY 1-877-348-0501

For help with employment and training questions, call:

1-877-US-2JOBS

or

TTY 1-877-889-5627

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of The Trade

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GovBenefits

GetTech.org

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LEARNING TECHNOLOGY
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State Gateway

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SpeedSearch

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2 of 4
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Groups (w/ links
to More Services)

ETA's Toll-
Free Helpline

Partner Links

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www.ajb.org

One of the Most Used Systems in the World to Connect Business & Job Seekers



www.acinet.org

A National Labor Market & Career Information System w/ State & Local Data



www.servicelocator.org

A National System to Find *Local* Workforce Centers & Services Across the Nation



www.workforcetools.org

Professional Development Resource for the Workforce Development Field @ ALL Levels: *Front-line Staff, Managers, Administrators, & Partners*

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America's Job Bank



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One of the Largest & Most Used On-Line
Job-Matching Systems in the World

- More Job Listings than the Private Sector Job Banks
- Part of a Fed/State Partnership Linking 50 Affiliated State Job Bank Systems Together in a National Network
- Great for **Local**, Statewide, Out-of-State, *Multi-State*, & National Searches

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AJB Features



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Job Seekers

- ◆ Can be used anonymously
- ◆ Search for jobs:
 - Using quick search
 - By job title
 - By keyword
 - By job number
 - By Military Code
- ◆ Establish an account:
 - Save job search profiles (Job Scout)
 - Create and save multiple resumes
 - Create and save multiple cover letters
 - Manage contact information
 - Save useful web links

Businesses

- ◆ Post unlimited job listings and search the resume database @ no cost
- ◆ Save resume search profiles (Resume Scout)
- ◆ Manage your account:
 - Create/View/Update job orders and openings
 - Create/View/Update Resume Scout profile
 - View results of recent activity
 - View numbers of job orders/resumes accessed and contact info viewed

1.25 Million+
Jobs!

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AJB: Dynamic Database



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- 1,250,000+ Jobs
- 330,000+ Registered Employers
- 5.2 Million Registered Users
(Many More Anonymous Users)
- ≈1.9 Million Resumes Total (678,000+ Active)
- 8 Million User Sessions per Month
- Over 50% of AJB's Job Openings are
Posted Directly by Employers

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AJB's Unique Niche



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- “White Collar” AND “Blue Collar” Jobs
- Jobs Across the Wage Scale
- “High-Tech” AND “Low-Tech” Jobs
- Jobs Across Various Major Industries
- Jobs from Traditional ES/One-Stop Offices AND Directly from Employers

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AJB Job Scouts



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- Save Job Searches which ...
- Will Run Automatically Until Deactivated
- Searches Every 1 to 30 Days (User's Choice)
- The Job Seeker Can Have Up to 10 Job Scouts Active at Any One Time
- A Similar Feature is Available for Employers: *The AJB Resume Scout*

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AJB - Available @ No Additional Cost to:



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- Job Seekers
- Employers
- Training Seekers
- The Public
- State Partners
- Local Boards
- Local Workforce Centers

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AJB Keyword Search Example



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Job Search

Keyword Search

[Quick Search](#) | [Job Title](#) | [Military](#) | [Job Number](#)

Please enter keyword(s) to search by (i.e., Graphic Design).

Keyword(s):

[Search Tips](#)

Select a Location Option (Select Only One)

☒ Search within of a U.S. City or Zip Code

☐ Search by State
(Select up to 3)

☐ National

☐ International

Additional Search Options (Select as many as you wish)

☐ Show only jobs added or updated

☐ Show only jobs in which the desired education is

☐ Show only jobs in which the desired experience is

☐ Show only jobs that are

Keyword
Search

Refined
by Zip
Code!

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Keyword Searches Results



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Results
Yielded
from
Keyword
Search w/
5-Mile
Radius:
209 Jobs!
(as of Apr. 21,
2004)

Job Search Results for: Registered Nurse

Your search returned 209 jobs by Relevancy.

To view a job, click on the Job Title of the specific job you wish to view. If you'd like to save the search criteria used to produce these results, click on the 'SAVE SEARCH' button and the system will automatically save your search criteria as a job scout. You are allowed to store ten job scouts.

Sort by Date Posted

Display the jobs that were most recently posted first.

Click on the button below to sort by the date posted.

[SORT NOW](#)

Click on a column heading to sort items in that column (e.g., clicking on 'Location' sorts the jobs by the Country, State and City where the job is located). Click on a company name to view jobs for that company.

3 pages
1 | 2 | 3

Job Title	Company	Location	Salary	Post/Mod
Registered Nurse +	Methodist Dallas Medical Center	US - TX, Dallas	Not Provided	04/01/04
Registered Nurse +	Methodist Dallas Medical Center	US - TX, Dallas	Not Provided	04/01/04
Registered Nurse/RN +	NURSE OPTIONS USA	US - TX, Dallas	Not Provided	03/14/04
Registered Nurse/RN +	NURSE OPTIONS USA	US - TX, Dallas	Not Provided	03/14/04
Cardiology, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Pediatrics, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Geriatrics, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Hematology/Oncology, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Labor & Delivery, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Emergency, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Neonatology, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Operating Room/Surgery, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Psychosocial/Psychiatry, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Radiology, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04
Rehabilitation, Registered Nurse, RN +	MedStaff Inc.	US - TX, Dallas	Not Provided	03/14/04

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Contextual Translations in Spanish!



35,495 Trabajos nuevos hoy
2,039 Currículum vitae nuevos hoy
1,032,632 Ascienda trabajos disponibles
618,928 Ascienda currículum vitae

and 8 Other Languages!

CAREERONESTOP CAREER INFO NET JOB BANK SERVICE LOCATOR Mapa del lugar

Job Search | My Account | For Employers

iBienvenida a Banco del trabajo de los Estados Unidos!
Visite nuestro lugar y vea cómo podemos nosotros ayudarle a encontrar el trabajo que es adecuado para usted. Se envían miles de trabajos nuevos a diario por empleadores que buscan alguien como usted.

Nombre de usuario **Contraseña** **LOGIN**

¿Olvidó su contraseña? | ¿Necesite ayuda entrando?

JOBSEEKERS

Métodos de búsqueda avanzados
Título del Trabajo | Palabra clave | Ejército | Número de trabajo

Búsqueda rápida

El paso 1:
Seleccione una categoría de trabajo de entre el menú más abajo y/o introduzca una palabra clave que mejor describe el trabajo que le gustaría encontrar.

Usted puede utilizar ambos métodos juntos.

Elija una categoría de trabajo

Todas las categorías en código postal
Arquitectura e Ingeniería
Arte, diseño, entretenimiento, medios de comunicación
Bldg/ mantenimiento de jardín y limpieza
Negocio y operaciones financieras

Introduzca palabra clave (s) [Tips](#)

El paso 2:
Elija uno de lo siguiente:
Entre una ciudad de EE.UU. o código

EMPLOYERS

Are you looking to hire **great people** quickly?

Usted ha venido a la **derecha lugar. ¡Regístrese aquí para sacar partido de nuestros servicios!**

Envíe un trabajo
iPonga su trabajo delante de millones que el ayuno libera y manera fácil! ¿No puede poner su trabajo en palabras? La ayuda está disponible para escribir su descripción del trabajo.

Busque currículum vitae
Busque empleados potenciales por toda la nación o bien en su propia ciudad natal.

Buscadores de

Are you looking for your **dream job**?
You've come to the right place. Search now or **register here** to take advantage of our free services!

Se envían miles de trabajos nuevos cada día a través de la nación. Aquí está su oportunidad de poner una chispa en

The Contextual Translation also Works w/ the Portal Home Page, Career InfoNet, & Service Locator!

Just Click on the "Translations" Link @ Bottom of AJB, Career InfoNet, or Service Locator -- or near the top of the Portal Home Page

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Not in ANY Other Job System!

In Summary AJB:



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SERVICE LOCATOR

- Has More Jobs AND More Varied Jobs
- Is Part of a National Fed/State Partnership
- Is Part of a Comprehensive Career System
 - “*CareerOneStop*”
- Has an Integrated On-Line Resume System
- Has Numerous Unique & Useful Features
- Has a Proven Track Record

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America's Career InfoNet



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Making Informed Career Decisions

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Informed Career Decisions

Smart career decisions
start here!

A Component of CareerOneStop

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[Site Map](#) | [Help](#)

Welcome to America's Career InfoNet!

Smart career decisions start here! Find wages and employment trends, occupational requirements, state by state labor market conditions, millions of employer contacts nationwide, and the most extensive career resource library online.

Career Information

General Outlook

General job market trends for different education levels.

Wages and Trends

Wage and occupational trends for your selected state and occupation.

What it Takes

Find important knowledge, skills, abilities, tasks and more for your selected occupation.

State Information

State demographic and economic information, as well as links to education, cultural and recreation resources.

Customized Report

We selected some of our most popular reports and combined them into an easy-to-use Customized Report.



Career Spotlight

View detailed information about **Dental Hygienists** in our Career Spotlight.

Did You Know ...

America's Career InfoNet can be translated into Spanish, Italian, French, German, Portuguese, Chinese, Japanese and Korean. Select the translation link from the toolbar below.

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[Relocation Center](#)

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Career Resource Library



[Browse By Subject](#)

State Gateway



Find (Select one)

☐ One-Stop Centers

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Career InfoNet Delivers



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- Labor Market Information & Detailed Demographic Data (For ALL 53 States & Territories)
- Occupational Profiles (w/ Job/Industry Growth + Local Wages)
- Career Resource Library & Research Database (with 6,500+ annotated links)
- Licensing Information (All 53 States & Territories)
- One Dozen Career Tools Including:
 - Resume Tutorial
 - Employer Locator (w/ 12 million+ Employer Contact Listings)
 - Financial Aid Advisor (Leverages Gov. & Private Sectors)
 - Skills Profiler System (Leverages O*NET )
 - Job Description Writer (Leverages O*NET )

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Career InfoNet Delivers



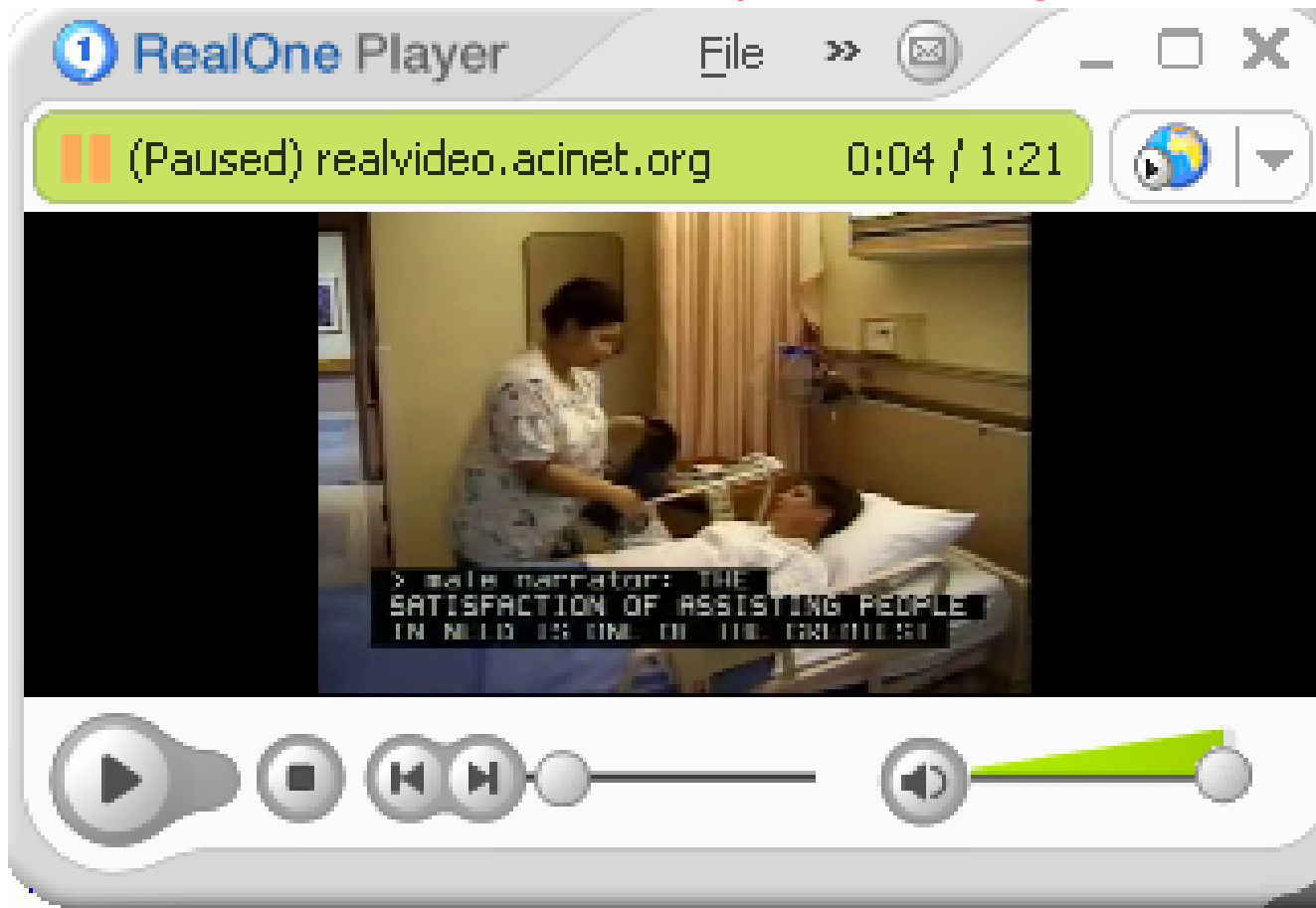
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Career Videos (Covering \approx 450 Occupations!)



Includes 16
(broad) Industry
Videos - PLUS

5 (specific)
Industry Videos

Occupational
Video Series
Overview

Videos Available
in Real Player or
Windows Media
Player Formats!

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Search for Highest Paying Occupations



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Fastest Growing
Most Openings
Largest Employment
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Highest Paying

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AJB Jobs
Employers

Career Tools

Employability Checkup

Highest Paying Occupations

Requiring Work Experience or On-the-Job Training - Arkansas

Listed below are occupations 1-25 of the 378 occupations with the highest median hourly wages in 2002 that required on-the-job training or experience. Click on an occupation to learn more about it, including state data.

#	Occupation	Median wages, 2002	
		Hourly	Annual
1	Air Traffic Controllers	\$35.55	\$73,900
2	Transportation, Storage, and Distribution Managers	\$27.97	\$58,200
3	Power Plant Operators	\$25.75	\$53,600
4	Power Distributors and Dispatchers	\$25.04	\$52,100
5	Gas Compressor and Gas Pumping Station Operators	\$23.91	\$49,700
6	Managers, All Other , which also incorporates: Education Administrators, All Other Managers, All Other	\$23.08	\$48,000
7	Gas Plant Operators	\$22.36	\$46,500
8	Elevator Installers and Repairers	\$22.00	\$45,800
9	Postmasters and Mail Superintendents	\$21.65	\$45,000
10	Transportation Inspectors	\$20.98	\$43,600
11	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	\$20.97	\$43,600
12	First-Line Supervisors/Managers of Correctional Officers	\$20.95	\$43,600
13	Petroleum Pump System Operators, Refinery Operators, and Gaugers	\$20.40	\$42,400
14	Chemical Plant and System Operators	\$20.26	\$42,100

You Can
Specialize
Search by:

State

and

Worker
Education/
Experience
Level!

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Occupation Report in Career InfoNet



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Occupation Report

Occupation: Registered Nurses

State: [Arkansas](#)

Typical Educational/Training Level: Associate degree

Career Video: View [Career Video](#)

Licenses: This is a licensed occupation in Arkansas. View [Registered Nurses](#) licensing requirements.

Outlook: Read more about the [outlook](#) for this occupation

Description: Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Include advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.

With ...

Wages: Registered Nurses

Location	2002									
	10%		25%		Median		75%		90%	
	hourly	annual	hourly	annual	hourly	annual	hourly	annual	hourly	annual
United States	\$16.33	\$34,000	\$19.30	\$40,100	\$23.12	\$48,100	\$27.64	\$57,500	\$33.50	\$69,700
Arkansas	\$13.63	\$28,400	\$16.06	\$33,400	\$19.20	\$39,900	\$22.59	\$47,000	\$27.12	\$56,400

[How to interpret wage data:](#) Rank this occupation across all states by [median wage](#).

Source: [Bureau of Labor Statistics, Occupational Employment Statistics Survey](#); [Arkansas](#) Employment Security Department, Labor Market Information Connection

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Occupation Report in Career InfoNet



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Financial Aid Advisor
Scholarship Search
Career Exploration
Reading Room
Resume Tutorial

Career Resources

New Search

Wages: Registered Nurses

Location	2002									
	10%		25%		Median		75%		90%	
	hourly	annual	hourly	annual	hourly	annual	hourly	annual	hourly	annual
United States	\$16.33	\$34,000	\$19.30	\$40,100	\$23.12	\$48,100	\$27.64	\$57,500	\$33.50	\$69,700
Arkansas	\$13.63	\$28,400	\$16.06	\$33,400	\$19.20	\$39,900	\$22.59	\$47,000	\$27.12	\$56,400

How to interpret wage data: Rank this occupation across all states by median wage.

Source: [Bureau of Labor Statistics, Occupational Employment Statistics Survey](#); [Arkansas Employment Security Department, Labor Market Information Connection](#)

Trends: Registered nurses

Location	Employment		Percent change	Average annual job openings (due to growth and net replacement)
	2000	2010		
United States	2,194,200	2,755,300	26	100,390
Arkansas	17,610	25,840	47	1,180

How to interpret trends: Rank this occupation across all states by percent change.

Source: [Bureau of Labor Statistics, Office of Employment Projections](#); [Arkansas Employment Security Department, Labor Market Information Connection](#)

Continued

Wages

&

Job
Growth
Estimates

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Local Wages in Career InfoNet



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Metro Wages - Compare Wages

Wages: Registered Nurses

Location	2002									
	10%		25%		Median		75%		90%	
	hourly	annual	hourly	annual	hourly	annual	hourly	annual	hourly	annual
United States	\$16.33	\$34,000	\$19.30	\$40,100	\$23.12	\$48,100	\$27.64	\$57,500	\$33.50	\$69,700
Albuquerque, NM	\$18.08	\$37,600	\$20.51	\$42,700	\$23.89	\$49,700	\$27.13	\$56,400	\$32.23	\$67,000
Cheyenne, WY	\$14.53	\$30,200	\$18.49	\$38,500	\$22.77	\$47,400	\$26.73	\$55,600	\$31.44	\$65,400
Dallas, TX	\$17.49	\$36,400	\$19.48	\$40,500	\$22.15	\$46,100	\$26.13	\$54,400	\$31.18	\$64,900
Denver, CO	\$18.05	\$37,500	\$21.24	\$44,200	\$24.87	\$51,700	\$28.35	\$59,000	\$33.89	\$70,500
Fargo-Moorhead, ND-MN	\$15.60	\$32,400	\$18.13	\$37,700	\$20.72	\$43,100	\$24.33	\$50,600	\$27.94	\$58,100
Little Rock-North Little Rock, AR	\$15.10	\$31,400	\$18.43	\$38,300	\$21.66	\$45,100	\$26.05	\$54,200	\$30.19	\$62,800
New Orleans, LA	\$17.38	\$36,200	\$19.80	\$41,200	\$23.19	\$48,200	\$26.92	\$56,000	\$31.15	\$64,800
Salt Lake City-Ogden, UT	\$17.28	\$35,900	\$19.43	\$40,400	\$22.67	\$47,200	\$26.32	\$54,700	\$29.49	\$61,300
Sioux Falls, SD	\$15.10	\$31,400	\$16.95	\$35,300	\$19.98	\$41,600	\$23.47	\$48,800	\$26.89	\$55,900
Tulsa, OK	\$15.23	\$31,700	\$17.80	\$37,000	\$20.76	\$43,200	\$24.54	\$51,000	\$27.60	\$57,400

Comparison within a State in the Occupation Report!

or

Between Locations across the US!

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Occupational Growth Trends in InfoNet



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**Compare
National &
State
Growth
Trends
for the
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w/ Up to
5 Other
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Under
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Detailed Trends - Compare Trends

Trends: Registered nurses

Location	Employment		Percent change	Average annual job openings (due to growth and net replacement)
	2000	2010		
United States	2,194,200	2,755,300	26	100,390
Arkansas	17,610	25,840	47	1,180

Trends: Dental assistants

Location	Employment		Percent change	Average annual job openings (due to growth and net replacement)
	2000	2010		
United States	247,000	338,700	37	13,600
Arkansas	2,040	2,930	43	130

Trends: Dental hygienists

Location	Employment		Percent change	Average annual job openings (due to growth and net replacement)
	2000	2010		
United States	146,600	201,000	37	7,560
Arkansas	1,130	1,620	43	70

Trends: Nursing aides, orderlies, and attendants

Location	Employment		Percent change	Average annual job openings (due to growth and net replacement)
	2000	2010		
United States	1,373,200	1,696,600	24	49,850
Arkansas	15,450	23,310	51	980

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Industry Trends - Industry Report

This report allows you to compare the projected changes in both the occupation and industry at the national level. (Note: Go to the [Arkansas Employment Security Department, Labor Market Information Connection](#) for state industry projections.) Occupations grow or decline at different rates than the industry in which they belong. For example, the industry might be growing while the occupation is declining. By comparing the different growth rates, you can more clearly understand your occupation's future.

National Trends: Registered nurses
Industry: Hospitals, public and private
Division: Services

Persons employed in this occupation within this industry

Estimated 2000	Projected 2010	Percent change
1,274,000	1,465,800	+15.1%

Persons employed in this occupation across all industries

Estimated 2000	Projected 2010	Percent change
2,194,200	2,755,300	+25.6%

Persons employed in this industry across all occupations

Estimated 2000	Projected 2010	Annual average percent change
4,960,300	5,448,000	+9.8%

Source: [Bureau of Labor Statistics, Office of Employment Projections](#)

**Provides
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Trends
Information
within the
Context of
the
Selected
Occupation
(from 3
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Knowledge, Skills, and Abilities

The most important knowledge, skills, and abilities (KSAs) are listed for **Registered Nurses**.

Career Video: View [Registered Nurses](#) career video

Career Video Software: [Download free video software](#)

Knowledge:

- **Medicine and Dentistry** - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Biology** - Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Chemistry** - Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **Therapy and Counseling** - Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

Skills:

- **Service Orientation** - Actively looking for ways to help people.



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Jobs & Employers

AJB Jobs
Employers

Tasks and Activities

Occupation specific tasks and the most important generalized work activities are listed for **Registered Nurses**.

Occupation Specific Tasks:

- Administers local, inhalation, intravenous, and other anesthetics.
- Administers stipulated emergency measures, and contacts obstetrician when deviations from standard are encountered during pregnancy or delivery.
- Advises and consults with specified personnel concerning necessary precautions to be taken to prevent possible contamination or infection.
- Conducts specified laboratory tests.
- Contracts independently to render nursing care, usually to one patient, in hospital or private home.
- Delivers infants and performs postpartum examinations and treatment.
- Directs and coordinates infection control program in hospital.
- Discusses cases with physician or obstetrician.
- Informs physician of patient's condition during anesthesia.
- Instructs on topics, such as health education, disease prevention, child birth, and home nursing and develops health improvement programs.
- Maintains stock of supplies.



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Employability Checkup

Welcome to the Employability Checkup

The employability checkup is designed to provide you with a snapshot of your ability to find a similar job at a similar wage if you became unemployed today.

In the following pages you will be asked a number of questions about your job, the industry in which you work, where you live, your education, and your current wages. This information will be used to develop your employability profile. Enter your answers and select "continue" at the bottom of the page.

Select the state where you live

South Dakota
Tennessee
Texas
U.S. Virgin Islands
Utah

Select your education or training level

Associate degree

Enter your current wage

\$ 35,000 ☒ annually **or** ☐ hourly

**The
Employability
Check-Up
Leverages
State & Local
Labor Market
Information**

Career Tools:

**Employability
Checkup**

Employer Locator

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- **Scholarship Search** (Available Now!)
- **Skills Profiler w/ “Skills Gap Analyzer” Feature** (Available Now!)
- **Resume Tutorial System** (Available Now!)
- **Certification Finder** (Available Now!)

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Skills Profiler



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Skills Profiler

Skills are your key to career opportunities. The Skills Profiler contains three tools to help you get moving to a better future: the Skills Identifier, Skills Explorer, and Skills Gap Analyzer. First, complete the Skills Identifier. Then, move on to the Skills Explorer or Skills Gap Analyzer, or try both. Click on the Skills Identifier Image or the Continue button near the bottom of the page to begin.

Brand
New!

Get Started

Skills Identifier

Begin with this tool. What skills do you have? Build a list of your current capabilities to use in your resume! Then move on to one of the next tools below.

Skills Explorer

What occupations value your skills? Use your skill set to identify and explore specific occupational opportunities for you!

Skills Gap Analyzer

How do your skills match up? Compare your skills against an occupation that you select. Identify potential gaps to help determine future training needs.

Includes!

Leverages
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Resume Tutorial



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Resume Tutorial

Introduction

Your resume should provide a crisp, positive, and truthful overview of your work experience, job skills, and education. The purpose of your resume is to market your abilities to get an interview.

John Doe
222 West Avenue
Washington, D.C. 20001
(202) 555-5555
doe@usa.com

Experience

1/1/02 - current
Worked for Myers, Myers and Myers. Performed several duties including filing, answering phones, copying documents and data processing. Also helped with travel planning and speech writing. Dealt with day to day operations such as computer support and network analysis. Served on the meeting board.

1/1/01 - 1/1/02
Worked for Myers, Myers and Myers. Performed several duties including filing, answering phones, copying documents and data processing. Also helped with travel planning and speech writing. Dealt with day to day operations such as computer support and network analysis. Served on the meeting board.

1/1/00 - 1/1/01
Worked for Myers, Myers and Myers. Performed several duties including filing, answering phones, copying documents and data processing. Also helped with travel planning and speech writing. Dealt with day to day operations such as computer support and network analysis. Served on the meeting board.

1/1/99 - 1/1/00
Worked for Myers, Myers and Myers. Performed several duties including filing, answering phones, copying documents and data processing. Also helped with travel planning and speech writing. Dealt with day to day operations such as computer support and network analysis. Served on the meeting board.

Education

1/1/95 - 1/1/99
Graduated with a BFA in Computer Science for the University of College.

Your resume will likely be one of many under consideration. Stand out from the crowd! This online guide will help you build a resume employers will want to see. Go [step by step](#) or skip to the section that interests you.

Browse the Resume Tutorial

Where Would You Like To Go Next?

**"A resume is just like life...
you never get a second
chance to make a first
impression!"**

**Debuted
Summer 2003!**

Includes

- + Step-by-Step Guides
- + Tips
- + Examples
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- + Additional On-Line Resources

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Employers and jobseekers can find the services they need at a convenient Career One-Stop Center. Just enter your zip code and select the desired service(s). Or just pick up the phone and dial 1-877-US-2JOBS for direct assistance!

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Find a Service

1. Enter Your Location :

Zip Code: OR City:

State:

2. Find a Center :

Within:

3. Select a Service :

☐ For Business ☒ For Workers ☐ For Youth

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[Skills Center](#)

[Business Center](#)

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Mayor's Office of Workforce Development - Denver

1391 North Speer Boulevard
500
Denver, CO 80204



Phone

720-865-5619

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720-865-5683

E-mail Address

info@mowd.org

Hours of Operation

Mon - Fri 8:00 - 5:00

TDD

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- **Information About Local Office Locations**

- Contact Information
- Maps & Driving Directions
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- **Information About Available Services**

- For Workers: Dealing w/ the loss of a job, career planning, aid availability, gaining skills & education, finding work, workshops
- For Youth: Finding work, summer opportunities, aid availability, career planning, getting skills and training, workshops
- For Businesses: Recruiting employees, workshops, business information resources (WOTC, UI, EEO, ADA, LMI)

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Of The Trade

Helping Workforce Professionals Excel



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Developed
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Professionals

to Keep Up w/
Trends in the
Field & to Keep
Our Skills
Sharp

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"Never say no to a business need"
says Melissa A. Nunley

What's New on the Site

- August Additions and Enhancements

What's Happening?

- Check out System-Wide Events



Professional Development

Search for Training Resources and
Providers!

Training Institutes

Raise the Bar for Our Profession!

- Skills Competencies
- Certifications & Credentials

Examples from the Field

How Your Colleagues Make It Work!

- Search for Examples

This Month's Featured Websites!

- Alaska Department of Labor and Workforce Development
- U.S. Department of Labor, Employment & Training Administration
- Workforce Innovation 2002
- North Carolina JobLink



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- State
- Associations



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 - What's New on the Site
 - What's Happening – System-Wide Events
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 - Skills Competencies
 - Training Institutes
- **Examples from the Field**
 - How Your Colleagues Make it Work
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COS On-Line Coach is Here!



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Welcome!

The CareerOneStop Coach will walk you step-by-step through the tasks for employment and business resources on the CareerOneStop websites.

Are you a:

- [Job Seeker/Worker](#), or
- [Business/Human Resources](#)



You may wish to hide this window occasionally to see a larger view of the main window. To do this, select the arrow in the top left corner of this Coach window.

Note - This tool uses advanced features that may not be available on older browsers.

Do It

Select the type of support you would like from the links above.

CareerOneStop's On-Line Coach Walks Individuals - Step-by-Step - Through the Tasks for Employment Resources in CareerOneStop:

Job Seeker & Workers

- Search For Jobs
- Find Unemployment Info
- Research an Occupation
- Identify Your Skills
- Upgrade Your Skills
- Find Financial Resources
- Use Job Search Strategies
- Make Relocation Decisions
- Change Careers
- Use Career Resource Library
- CareerOneStop Tools

Business / Human Resources

- Hire An Employee
- Find Labor Market Information
- Manage Employees
- Add A New Position
- Upgrade Employee Skills
- Locate Other Companies
- Use the Resource Library
- CareerOneStop Tools

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Business / Human Resources

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Post a Job Opening

Job Seekers nationwide may view your job posting on **America's Job Bank**. Post a new job by completing simple steps that let you describe the position(s) you want to fill.



Take Me There

A. Takes You
Directly to the
Needed COS
Webpage

Each employer must be approved by America's Job Bank prior to posting job openings. If you have not yet registered to use this site as an employer, select to [Register with AJB](#)

Do It

1. Select the "Take Me There" button above.
2. Then select "Did It" here.

Back

Did it

B. Step-by-
Step Tasks
&
Instructions



Job Bank.

Remember to type your user name and password **exactly** as you did when you registered with **America's**

C. Often
Gives Key
Info, Tips, &
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Thank You!

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